

# Employee Self Service

Employee Dashboard

User Guide

To access ESS, use the link [ess.reed.edu](http://ess.reed.edu)  
Your employee dashboard will open

The screenshot shows the Employee Self-Service (ESS) dashboard. At the top, there is a dark red header with the text "Employee Self-Service" and a gear icon for settings. Below the header, the page title "Employee Dashboard" is displayed. The main content area is divided into several sections. On the left, there are two blue buttons: "My Profile" and "My Team". In the center, there is a section titled "Leave Balances as of 09/28/2022" which displays two metrics: "Vacation Pay in hours" with a value of 104.79 and "Sick Pay in hours" with a value of 28.25. To the right of these metrics is a link for "Full Leave Balance Information". Below the leave balances, there is a vertical list of menu items: "Pay Information", "Earnings", "Benefits", "Taxes", and "Job Summary", each with an upward-pointing arrow. On the right side of the dashboard, there is a section titled "My Activities" which contains a prominent blue button labeled "Enter Time". Below this button are two links: "Approve Time" and "Pay Stub Administrator".

**Employee Self-Service**

[Employee Dashboard](#)

## Employee Dashboard

Leave Balances as of 09/28/2022

Vacation Pay in hours	104.79	Sick Pay in hours	28.25
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[Full Leave Balance Information](#)

- Pay Information
- Earnings
- Benefits
- Taxes
- Job Summary

My Activities

[Enter Time](#)

[Approve Time](#)

[Pay Stub Administrator](#)

From the Dashboard you can access “My Profile”, “My Team” (if you are a supervisor)  
You can also access pay, tax & benefits information  
In the “My Activities” you can access your current & past timesheets, and supervisors can approve time  
See separate user guides for timesheet entry and supervisor approval

**Employee Self-Service** ⚙️ 👤

[Employee Dashboard](#)

## Employee Dashboard

[My Profile](#)  
[My Team](#)

Leave Balances as of 09/28/2022

Vacation Pay in hours	104.79	Sick Pay in hours	28.25
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[Full Leave Balance Information](#)

Pay Information ^

Earnings ^

Benefits ^

Taxes ^

Job Summary ^



✂️ My Activities

[Enter Time](#)

[Approve Time](#)

[Pay Stub Administrator](#)

From the employee profile page you can view and edit some of your personal information. Note when you select the edit icon you will leave ESS and be directed to IRIS

**Employee Self-Service**  

[Employee Dashboard](#) > Employee Profile

## Profile


ID   
[More Personal Information](#)

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### Personal Information


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#### Addresses

There are no addresses available for you to view. 


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#### Phones

There are no phone numbers available for you to view. 

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#### Emails




E-mail home address      E-mail work address      College email address from TIS LDAP

**Preferred**

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#### Emergency Contacts



In the "Pay Information" section, you can view current and past check stubs. As well as viewing deduction history information.

The "Earnings" section, you can view your current year-to-date earnings and detailed breakouts by date range, or job (if applicable).

The benefits section allows you to view your current benefits

The screenshot displays the 'Employee Self-Service' dashboard. At the top, there is a dark red header with the text 'Employee Self-Service' on the left and a settings gear icon, a user profile icon, and a red rectangular button on the right. Below the header, a blue link 'Employee Dashboard' is visible. The main title 'Employee Dashboard' is prominently displayed. On the left side, there is a search bar and two blue buttons labeled 'My Profile' and 'My Team'. The central area features 'Leave Balances as of 09/28/2022' with two cards: 'Vacation Pay in hours' showing '104.79' and 'Sick Pay in hours' showing '28.25'. A blue link 'Full Leave Balance Information' is positioned to the right. A vertical navigation menu on the left includes 'Pay Information' (highlighted with a green arrow), 'Earnings' (with a green arrow), 'Benefits' (with a green arrow), 'Taxes', and 'Job Summary'. The right-hand side contains a 'My Activities' section with a blue 'Enter Time' button, and links for 'Approve Time' and 'Pay Stub Administrator'.

In the "Tax" section your can view your current Federal & State filing status. As well as view your annual W-2 and 1095-C.

The "Job Summary" shows your current position and any historical job information.

The screenshot displays the Employee Self-Service dashboard. At the top, a dark red header contains the "Employee Self-Service" logo and navigation icons for settings and user profile. Below the header, the "Employee Dashboard" title is followed by a search bar and two buttons: "My Profile" and "My Team".

The "Leave Balances as of 09/28/2022" section features two cards: "Vacation Pay in hours" with a value of 104.79 and "Sick Pay in hours" with a value of 28.25. A link for "Full Leave Balance Information" is located to the right.

A vertical menu on the left lists: "Pay Information", "Earnings", "Benefits", "Taxes" (with a green arrow pointing left), and "Job Summary" (with a green arrow pointing left). The right-hand side includes "My Activities" with a blue "Enter Time" button, and links for "Approve Time" and "Pay Stub Administrator".